

# EXCURSIONS



## Policy Statement

Compass Early Learning & Care is committed to providing learning opportunities that invite children to explore, collaborate and reflect in their community and beyond.

## Policy Guidelines

1. Excursions are developmentally appropriate and provide a quality learning opportunity.
2. Excursions are accessible to all families with consideration given to physical challenges and cost.
3. Alternate care that is equally as rich may be provided for families who do not wish their children to participate.
4. The maximum distance traveled one way will be 100 km. One annual school age trip of over 100 km may be possible with prior approval by the Operations Link.
5. Overnight activities are supervised by staff who remain awake.
6. Safety Plans, including safety precautions and emergency procedures, for individual and recurring excursions are developed.
7. Children are transported by school bus lines and licensed taxis. Staff do not transport children in their own vehicles. A *Vulnerable Sector Check or Offence Declaration* is required for bus drivers.

## Procedure

1. On each excursion an Excursions Information form is completed including a fully documented Safety Plan. One copy is left at the centre, the other copies accompany each educator. The Safety Plan should include:
  - a. Children in each primary care group participating in the excursion
  - b. The regular intervals where educators will check that children are present and accounted for
  - c. External factors considered ie water, animals, traffic, pedestrians
  - d. Emergency Protocol ie cell phone, meeting point
2. Staff/child ratios, as outlined in the Supervision of Children Guidelines, are adhered to on excursions; volunteers are not included in the ratios. Staff are individually responsible for those children who have been assigned to them on the Excursion Information Form.
3. A Bus Seating Plan is developed and used for bus transportation. Assigned seating is used for children and attendance, which is taken each time children board and exit the bus.
4. Where bodies of water are identified on the Safety Plan as an external factor, the Water Safety Policy will be reviewed and followed.
5. Parents will review and sign the completed Excursions Information form prior to the event acknowledging their consent.
6. Safety Plans are reviewed with children, volunteers and staff before each excursion.
7. Children's Dining Experience Policy is adhered to during excursions.